

EXECUTIVE SECRETARY QUESTIONNAIRE

Name				Age		Ref			
E-mail				Date	DD	MM	YYYY		
Nationality		Expected Salary (QR)		Notice Period (Days)					
Presently Available for Interview in Qatar?				Yes	<input type="checkbox"/>	Phone			
Highest Educational Attainment									
Have a Qatari Driving License?				Yes	<input type="checkbox"/>				

No	Description	None	Familiar	Average	Good	Excellent
1	Performing accurate research and analysis					
2	Coordinating arrangements, meetings, and/or conferences as assigned					
3	Taking dictation and writing correspondence					
4	Compiling, proofreading, and revising drafts of documents and reports					
5	Daily record keeping and filing of documents					
6	Preparing reports, presentations, and correspondence accurately and swiftly					
7	Creating and organizing information, and generating reference tools for easy use					
8	Answering and screening telephone calls, and responding to emails, messages, and other correspondence					
9	Operating and maintaining office equipment					
10	Managing a busy calendar, meeting coordination, and travel arrangements					
11	Professionally greeting and receiving guests and clients					
12	Ensuring efficient and effective administrative information and assistance					
13	Communicate between the executive and employees					
14	Ability to prioritize and manage multiple tasks					
15	Handle confidential documents ensuring they remain secure					
16	Proficient in Microsoft Office, and business communication software					
17	Ability to prioritize and manage multiple tasks					
18	Prepare invoices or financial statements and provide assistance in bookkeeping					
19	Excellent written and verbal communication skills					
20	Maintain electronic and paper records ensuring information is organized and easily accessible					

Remarks: